

**HUMAN RESOURCE DEVELOPMENT**

**I. LEGAL AUTHORITY:**

Section 101(a)(7) of the Rehabilitation Act, as amended; 34 CFR 361.18.

**II. POLICY STATEMENT AND PURPOSE:**

The goal of Human Resource Development is to create an environment whereby staff is afforded the opportunity to develop their personal and professional career potential in a supportive and rewarding atmosphere. All staff is expected to seek out training opportunities in order to maintain, develop, and enhance personal and professional status and competency.

**Qualified Rehabilitation Counselor**

Vocational rehabilitation counselors are required to possess Master's degree in Rehabilitation Counseling or a Master's degree in a closely-related field. If the Master's degree is in a closely-related field, the rehabilitation counselor must participate in an Individual Development Plan to attain the standard to be considered a qualified vocational rehabilitation counselor.

In order to improve performance through the continuous upgrading of knowledge and skills, the Office of Rehabilitation Services offers a comprehensive staff development program for all classes of positions involved in the administration and operation of the State's Vocational Rehabilitation, Independent Living and Business Enterprises Programs.

The Human Resource Development Program will include, at the minimum:

1. A systematic determination of training needs to improve staff effectiveness and a system for evaluating the effectiveness of the training activities provided;
2. An orientation program for new staff; and
3. An operational plan for the provision of opportunities for all classes of positions consistent with the on-going determination of training needs and to ensure maximum staff competence in implementing the provisions of all relevant federal legislation, including ADA, IDEA, and Social Security work incentive programs, training to facilitate informed choice, and training to improve the provision of services to culturally diverse populations.

**III. PROCEDURES**

- A. The Agency will establish and maintain standards to ensure that professional and paraprofessional personnel needed to carry out the functions of the Agency are appropriately and adequately trained.

1. Standards must be consistent with any national or state approved or recognized certification, licensing, or registration requirements, or in the absence of such requirements, comparable requirements that apply to the profession or discipline of that category of personnel providing vocational rehabilitation services.
  2. Standards applicable to that profession or discipline means the highest entry level academic degree needed for any national or state approved or recognized certification, licensing, registration or other comparable requirement of that profession or discipline.
  3. Profession or discipline means a specific occupational category including any paraprofessional occupational category that:
    - a. Provides rehabilitation services to individuals with disabilities;
    - b. Has been established or designated by the State; and
    - c. Has a specified scope of responsibility.
- B. The individual responsible for staff development shall provide for and coordinate an Orientation Training Program for all new staff.
- C. The individual responsible for staff development shall coordinate all training activities on a continuing basis in order to meet the needs of existing Agency staff.
- D. The training needs of staff shall be determined at least annually through the dissemination of an in-house needs assessment of all staff, individual career development plans, consumer satisfaction surveys, recommendations from advocacy and/or advisory groups, program evaluation results, supervisory recommendations and identified problem areas related to performance standards.
- E. All staff participating in training will complete evaluation forms. Trainees will also be asked to summarize the impact of training on their performance as well as how they will use what has been learned to improve performance.
- F. Agency approval and payment for training will be based on the relevance of course work to the requirements of the job as well as a need to provide to each staff member of the agency the opportunity to improve her/his ability to function in the job, prepare for positions of greater responsibility within the unit, and/or to correct deficiencies identified within the organization.
- G. Any employee who has not as yet attained certification or a degree in a field related to the mission and purpose of the agency may be eligible for tuition sponsorship.

- H. Agency payment may be available to cover the cost of tuition, fees, books, and supplies for any employee engaged in a course of study recommended by the administration for the purpose of meeting a particular agency need. In addition, the cost of tuition may be paid by the agency for courses and programs of study selected by employees that are related to their particular job duties or to the functions of the agency. If funds are not available, the Agency has the option either to pay a part or none of the cost of continuing education courses.
  - 1. Course relevance will be the decision of the individual responsible for staff development as the delegated representative of the Administrator.
  - 2. Participants in continuing education must receive passing grades acceptable to the Agency.

IV. APPLICATION PROCEDURE

- A. Staff requesting agency funds for training must first submit a request, in writing (Form ORS-1001), to the individual responsible for Staff Development. The request must be signed by the immediate supervisor or designee.
- B. A response indicating either approval or denial will be provided to staff by the individual responsible for staff development.
- C. Copies of training requests will be maintained for future reference (for a minimum of five (5) years).